



STATE OF WASHINGTON
DEPARTMENT OF SOCIAL AND HEALTH SERVICES

June 16, 2010

TO: CSD Regional Administrators
CSO Administrators
CSC Administrators
All Staff

FROM: Babs Roberts, Acting Director
Community Services Division, ESA
Sandy Miller, Deputy Assistant Commissioner
Work Source Operations Division, ESD

SUBJECT: CAREER SERVICES ELIGIBILITY CHANGES (July 2010)

As we continue to face difficult economic times, some program decisions were made in order to continue to operate the WorkFirst program with a reduced budget. One program impacted by these reductions is the Career Services Program (CSP). Effective July 1, 2010, parents receiving basic food assistance will not be able to enroll in CSP.

Eligibility

- New enrollments: Starting July 1, 2010, CSP will no longer enroll Basic Food Assistance parents. CSP will continue to enroll parents who are employed adults working at least 30 hours or more per week and
 - Exit WorkFirst or State Family Assistance (SFA) in the last two months; or
 - Receive Diversion Cash Assistance (DCA) in the last two months.
- Current enrollments: Basic Food Assistance parents enrolled in CSP prior to July 1, 2010, will continue in the program for the duration of their 6 months enrollment as long as they maintain their eligibility.

Resources

- WorkFirst Handbook: Effective July 1, 2010, section 4.5 *Career Services Program* is being updated to reflect the program changes and any reference to Basic Food Assistance parents will be deleted. Please refer to the WorkFirst Handbook section 4.5 Career Services Program at http://www1.dshs.wa.gov/ESA/wfhand/4_5.htm.
- Marketing: New materials including rack cards and posters in both Spanish and English have been updated to reflect this change. Please discard all outdated CSP marketing material by July 1, 2010.

Career Services Eligibility Changes (July 2010)

June 16, 2010

Page Two

If you have questions regarding:

- DSHS policy, please contact Olga Walker at olga.walker@dshs.wa.gov
- ESD policy or processes, please contact Tom Lowe at Tlowe@esd.wa.gov
- Marketing material, please contact Tom Lowe at Tlowe@esd.wa.gov

cc: Carole Holland
Diane Klontz
Lynne Shanafelt
Barbara Bucsko
Martin Thies
Marie Bruin
David Rendon
Rebecca Henrie
Marie Bruin
Marijo Olson
Steve Ebben
Tom Medina
Bill Callahan
Tom Everett
Dasha Mitchell
Eva Greenwalt
Don Winslow
Kelly Lindseth
Ko Vang
Ken Koernke